



## Development Information Packet Minor Development – Residential 18.07.100

A Minor Development in the City of Evans requires a pre-application meeting. The preparation form for a pre-application meeting can be found on our website (address below).

The intent of the Minor Development application is to provide a one-step review process for residential developments creating four (4) or fewer lots. In general, this application process follows the Site Plan process, but for applications within a special overlay district such as the Floodplain or the US-85 Overlay, additional requirements may apply.

This packet is designed to provide information on the review procedures, submittal requirements, and the overall process used to approve a Minor Development application for property in the City of Evans. This packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. The Code can be found on the City's website at: [www.evanscolorado.gov](http://www.evanscolorado.gov) or [www.municode.com/library/co/evans/codes/municipal\\_code](http://www.municode.com/library/co/evans/codes/municipal_code).

18.01.090 Resubmittals and expiration of approvals. A maximum of six (6) months will be granted to applicants to resubmit incomplete application packets. Any project that is inactive for more than six (6) months from the date of determination of incompleteness must be resubmitted with new application and fees. Failure to meet this six-month timeline will result in applications becoming permanently inactive and the applicants forfeiting their fees.

Please allow ten (10) working days for a determination of the completeness of the application. This determination is made by the City's Planning Department. Questions? Please contact the City Planner.

### City Planner

1100 37<sup>th</sup> Street, Evans, CO 80620-2036

Phone: (970) 475-1167

[abjohnson@evanscolorado.gov](mailto:abjohnson@evanscolorado.gov)

### Evans Customer Service

Phone: (970) 475-1170

- \* **ENGINEERING ITEMS:** For final approval, engineering related documents require preparation and a wet stamp by a Registered Professional Engineer licensed in the State of Colorado to include drainage plans, utility plans, street plans, and related documents.
- \* **SURVEY DOCUMENTS:** Surveys and plats require preparation and a wet stamp by Surveyor, licensed in the State of Colorado.
- \* **DEVELOPMENT AGREEMENT OR A SITE IMPROVEMENTS AGREEMENT:** One of these may be needed as an outcome of this application process. A draft Development Agreement or a Site Improvements Agreement will be provided before or upon approval of the application. This Agreement will need approval by City Council and a Letter of Credit or other surety may be needed.

### Minor Development – Residential Application Checklist

Project:

### Title 18.07.100 – Minor Development – Residential

The items below are required for a complete application unless indicated as only required in certain circumstances. A Pre-Application meeting will help determine the applicability of these materials; however, the listed items are generalized for most applications. No review will begin for the application until all items required are provided. Acceptance of an

application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. ***All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.***

Applicant Initials	Application Items	Staff Initials
	<b>00-Application Form:</b> Application form including signatures of all landowners of record for the property. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	<b>01-Application Checklist:</b> An executed copy of this checklist is required.	
	<b>02-Charge Back Agreement and Charge Back Deposit:</b> Provided by the City and signed by the Owner. \$500 Charge Back deposit.	
	<b>03-Application Fee:</b> \$500	
	<b>06-Legal Description:</b> Provide a legal description of the property in Microsoft Word.	
	<b>07-Project Description:</b> Please provide a narrative labeled "project description" and provide sufficient detail to indicate the size and scope of the proposed use. Include the level of existing development at the site, development on surrounding properties, proposed access, phasing, number of buildings and size of units, existing easements, etc. and indicating why the use should be allowed. Include acknowledgment if the property is in a hazard area, such as the flood hazard overlay zone.	
	<b>08-Ownership Information:</b> Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, an ownership and encumbrance report, current within thirty (30) days.	
	<b>10-Surrounding Landowners List:</b> List of the names and mailing addresses of all landowners within 500' of the proposed use. The electronic copy must be in MS Excel format. Provide one (1) printed set of labels of this list, along with a printed and signed report from Weld County.	
	<p><b>11a-Site Plan Map package for land use review:</b> Refer to the Land Use Code for guidance in preparing the Site Plan and all supporting maps/plans required. The mapping package submitted for land use review shall be in an electronic format conforming to the following standards: 24 x 36" in size, 300 dpi in quality, black and white (no color or grey scale).</p> <p>The Site Plan packet for land use review shall include the following items, all of which are found in the Land Use Code:</p> <ol style="list-style-type: none"> <li>1. Cover Sheet (Name of Project, Site Plan) with appropriate signature/approval blocks.</li> <li>2. Vicinity Map: Clearly showing the location of the project site and surrounding uses.</li> <li>3. General Notes related to the sheets below, not detailed engineering or construction elements which will be included in the Construction Drawing set (see 11b below).</li> <li>4. Overall Site Plan Map</li> <li>5. Neighborhood Development Plan, if required</li> <li>6. Landscaping Plan inclusive of a Details Sheet, Irrigation Plan, Landscaping and Parking Plan.</li> <li>7. Sign Plan</li> <li>8. Building Elevations and Architectural Standards including all sides, with dimension lines,</li> </ol>	

	<p>drawn to scale, with colors and materials prepared in accordance with the City's Development and Design Standards and approved color guidelines.</p> <p>10. Lighting Plan / Lighting Details, if required</p> <p>11. Grading Plan – see Engineering Requirements</p> <p>12. Utility Plan - Engineering Requirements</p> <p><i>NOTE: Additional sheets may be required as identified during the review or pre-application process.</i></p> <p><b>11b-Construction Drawings:</b> For expedited review, construction drawings may be provided for concurrent review. Submittal does not guarantee acceptance of the land use application. Construction Drawings shall be prepared in an electronic format conforming to the following standards: 22 x 34" in size, 300 dpi in quality, black and white (no color or grey scale). Refer to Appendix B of the City of Evans Standards and Specifications at the following location for further instructions, including standard construction notes:  <a href="https://www.evanscolorado.gov/publicworks/general-construction-notes">https://www.evanscolorado.gov/publicworks/general-construction-notes</a></p> <ol style="list-style-type: none"> <li>1. Cover sheet to reflect the Construction Drawing package. City Engineer and Evans Fire Protection District signature/approval blocks shall be included.</li> <li>2. Plan and profiles</li> <li>3. Detail sheets</li> <li>4. Erosion Control Plans (Storm Water Management Plan)</li> </ol> <p><i>NOTE: Before preparing the final document, please check with the Community Development Department. The construction drawings may be recorded and need to be prepared according to the specifications in 11a if recording is necessary.</i></p>	
	<p><b>12-Utility Information:</b> If there are any easements or public utilities on the property, the applicant shall be responsible for submitting all plans for review and comment to the appropriate entity. The applicant shall submit all comments from easement holders and public utilities to the staff.</p> <ol style="list-style-type: none"> <li>A. Location of all fire hydrants. If none exist on-site, note distance and direction of the closest hydrant adjacent to the site within three hundred (300) feet.</li> <li>B. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.</li> <li>C. The distance from the proposed building or structure to adjacent lot lines, easements, and adjacent structures.</li> </ol> <p>Certificate blocks for signatures of the owner, engineer, surveyor, and City approval, as applicable on all maps.</p>	
	<p><b>12-Drainage Memo:</b> Provide an initial drainage impact memo (<b>prepared by an engineer licensed in the state of Colorado</b>) for the initial application that outlines the anticipated drainage/grading related issues, concerns, or impacts for consideration by the City Engineer. The City Engineer may require provision of a drainage study for final approval, depending on the size, scope, and location of the project.</p>	
	<p><b>13-Water Information:</b> Identify if water is already provided for the property (water certificate or other evidence) or state if water rights will be provided. Should additional water rights be required, please include a written statement on plans to be deed water to City, sufficient to support the proposed development.</p>	
	<p><b>13-Soils Report:</b> A written description of the soil types and limitations at the site. (The US Department of Agriculture has soil profile information for Weld County (including Evans) at <a href="https://websoilsurvey.nrcs.usda.gov/app/">https://websoilsurvey.nrcs.usda.gov/app/</a>.)</p>	
	<p><b>13-Traffic Impact Information:</b> Provide an initial traffic impact memo (prepared by an engineer licensed in the State of Colorado) for the initial application that outlines the anticipated traffic impacts from customers, employees, vendors, etc. for consideration by the City Engineer. The City</p>	

	Engineer may require provision of a traffic study for final approval, depending on the size, scope, and location of the project.	
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**Applicant Certification & Signatures**

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

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Landowner Signature

Date

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Landowner Printed Name

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Landowner Signature

Date

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Landowner Printed Name

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Applicant Agent Signature (If Different)

Date

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Applicant Agent Printed Name

\*The landowner (or applicant if different) listed herein will serve as the sole source of contact for any information and updates on the project.